



Smith River Rancheria Position Description

Title: Grants & Contracts Manager
Class: Management
Status: Full Time
Supervisor: Tribal Administrator

Department: (06) Grants & Contracts
FLSA: Exempt
Pay Grade: X (\$24.06-\$33.94)
Subordinates: Vital Statistics
Technician

Effective Date: January 2009

Position Summary:

The primary function of this position is to locate and acquire new funding sources for tribal departments and programs through preparation of grants/proposals. This position provides administrative support for tribal programs and proposal writing for Smith River Rancheria. The Grants and Contracts Manager is responsible, through the Tribal Administrator for addressing the needs of Tribal community as indicated by the Tribal Council. Work requires initiative, creativity and punctuality in producing proposals and submitting grant applications.

Essential Duties and Responsibilities: include the following. Other duties may be assigned.

- Develop proposals to obtain new grants, contracts or other outside funding for new and existing Tribal programs.
- Analyze funding sources to determine what will best meet Tribal needs.
- Identify funding sources in both public and private sectors.
- Work with program personnel to develop and maintain Bureau of Indian Affairs Program Contract Modules.
- Develop proposals for existing programs to secure continuing funding from the same sources and develop new funding sources.
- Develop and maintain a contract and grant database consisting of contract and grants, funding sources, reporting requirements, funding period, responsible staff or department and other essential data.
- Provide technical assistance to all Tribal programs for proposal writing techniques, style and content.
- Research funding sources for Tribal programs. Perform all duties required for grantsmanship; including, but not limited to, research, data compilation and data analysis.
- Research federal rules and regulations for proposal and contract requirements; obtain application packets.
- Meet with program staff, Tribal Council members, administrative staff, agency officials and others involved in the Tribal program needs and goals.
- Prepare regular and periodic status reports of all pending proposals for Tribal Council and Tribal members.
- Compile and maintain a reference library for use by Tribal employees, Tribal Council and Tribal members to aid in research of funding sources.
- Subscribe to publications and purchase materials which will keep Tribal Administration abreast of developments in the funding sources; including, but not limited to, foundations and other grant funding.
- Monitor grant and contract compliance.
- Notify Administrative staff of grant status.
- Assist departments/programs with contract/grant modifications, amendments, and other areas as appropriate.

- Function as an economic development contact for the Smith River Rancheria.
- Temporary or permanent duties and responsibilities may be added to, or modified as deemed necessary.

Supervisory Responsibilities:

The Grants and Contracts Manager works independently, resolving routine conflicts according to established procedures and experience. Unusual, new, or complex issues which require deviation from experience or precedence are discussed with supervisor; however, the employee exercises initiative in researching answers and solving problems.

Minimum Qualifications:

- Knowledge of Federal Government and Tribal Government functions and structure.
- Knowledge of P.L. 93-638 public and private sectors funding programs.
- Knowledge of effective grantsmanship techniques and powerful proposal development.
- Knowledge of technical writing techniques.
- Ability to clearly express thoughts in written and verbal communication.
- Ability to critique proposals, based upon program needs, grantsmanship skill, funding source requirements and writing techniques.
- Ability to organize, plan and coordinate proposals and references, and to organize and prioritize requests to meet work demands.
- Ability to establish and maintain effective working relationships with employees, funding agencies and Tribal Council.
- Ability to protect confidentiality of Smith River Rancheria in program development.
- Typing and computer skills are necessary. Emphasis on accuracy and attention to detail.
- Bachelor's degree in Social Work, Psychology, Sociology or other closely related field is a requirement.
- Minimum of five (5) year experience in the development and delivery of complex social, community, or other programmed services is required.
- Understanding of Tribal Governments and Tribal P.L. 93-638 programs, Federal and state regulations is preferred.
- Proficiency in the use of computers and the Microsoft Office software programs is required.
- Possession of good communication skills, both orally and in written format is required.
- Demonstrated ability to use technical writing skills is a requirement.
- Comprehensive knowledge of the history, culture and organizational history of the Smith River Rancheria and the Tolowa people is preferred.
- Knowledge and experience in the documentation of program activities is preferred.
- Ability to work effectively with other agencies, the Tribal workforce and other internal and external customers, including elected officials, professional contractors, service program applicants and members of the media is preferred.
- Must be willing to work a flexible schedule which may include evenings and weekends.
- Must submit to and pass a pre-employment drug and alcohol screen.
- Qualified American Indian Preference applies.

Language Skills:

Must have the ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals. Have the ability to write routine reports and correspondence.

Mathematical Skills:

Need to have the ability to add and subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to apply concepts such as fractions, percentages, ratios, and proportions.

Reasoning Ability:

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Certificates, Licenses, Registrations:

Must possess and maintain a valid, state-issued driver's license, submit a Department of Motor Vehicles (DMV) driving history, and be eligible for Tribal vehicle insurance.

Physical Demands:

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms, and talk or hear. The employee frequently is required to walk and sit. The employee is occasionally required to stand. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds.

Vision Requirements:

- Close vision (clear vision at 20 inches or less).
- Distance vision (clear vision at 20 feet or more).
- Color vision (ability to identify and distinguish color).

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

Employee's Signature: _____

Date: _____

Supervisor's Signature: _____

Date: _____